



CITY OF CRETE POOL CASHIER

Job Status: Hourly, Seasonal

Reports to: Pool Manager(s)/Parks and Recreation Director

**Supervisory
Responsibilities:** None

I. GENERAL FUNCTIONS

Responsible for patron admissions and concessions. Check-in patrons and collect fees. Document attendance and record daily financial records relating to pool entry and concession sales. Report to the Pool Manager(s).

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Collect admission fees from patrons and make proper change using cash handling procedures and transaction computer records.
2. Maintain an accurate till and complete the Daily Cashier Report.
3. Ensure that all persons entering the pool sign-in and review applicable waivers on file.
4. Keep accurate records of the daily and weekly pool attendance.
5. Assist the lifeguards and other staff in various cleaning duties including office areas, public restrooms, pool deck, and exterior areas.
6. Properly store equipment and ensure the general cleanliness of the office area at every closing.
7. Be an active participant in all working responsibilities.
8. Work cooperatively with all city personnel, swimming pool staff, and patrons.
9. Answer patron questions and explain the pools policies and procedures in person or by phone in a professional manner.
10. Assist in general pool supervision (not as a lifeguard).
11. Communicate effectively with other pool staff and the general public.
12. Present clean, professional appearance.
13. Direct relevant questions to appropriate managers.
14. Follow and enforce all safety rules and policies.
15. Other duties as assigned.

III. KNOWLEDGE, SKILLS, ABILITIES

1. Ability to make proper change and keep accurate financial records.
2. Proficient in English.
3. Ability to communicate effectively with persons of various ethnic backgrounds, educational levels and communication abilities.
4. Ability to interact with the public in a professional and courteous manner.
5. Knowledgeable about the pools programs, hours of operation, admission fees, and policies.

IV. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants documenting successful experience in similar positions or with customer service experience.

V. MINIMUM QUALIFICATIONS

1. Possess or obtain CPR & Basic First Aid certification
2. Cash handling experience preferred.
3. Must be at least 15 years of age.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

Light (Involves frequent lifting of more than 10 to 25 pounds. Work performed requires a good deal of walking or standing, and may include some sedentary work and working conditions that include moderate noise levels related to the use of office equipment or machinery. May involve exposure to varying outside temperatures.) to medium work classification (Involves frequent lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related the operation of equipment or machinery.) for the majority of duties and responsibilities.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date